

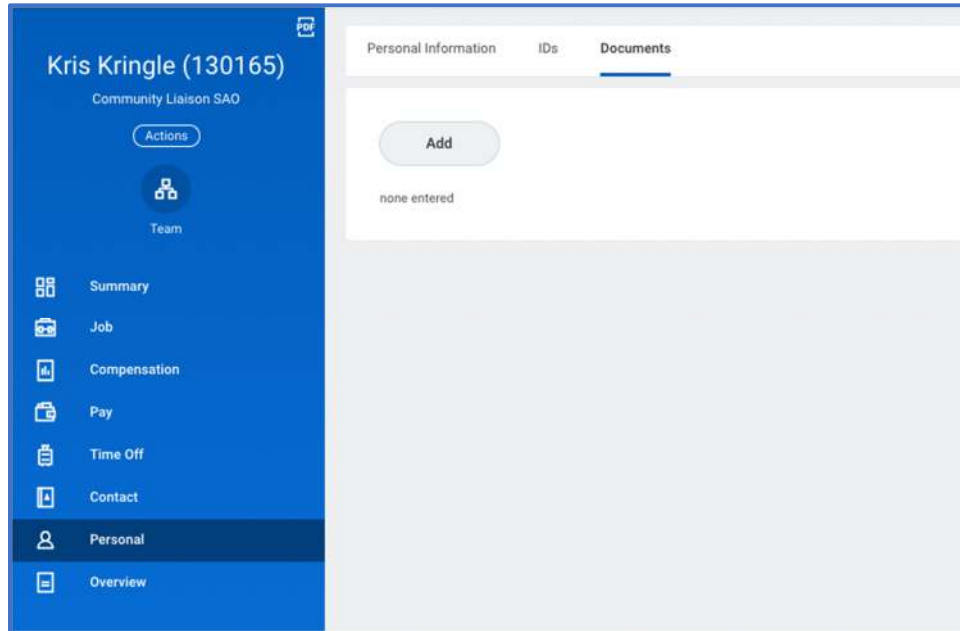
OBJECTIVE

Use the steps below to upload your proof of COVID-19 vaccination into Workday from a desktop/laptop computer.

Note: Employees should only upload documentation that shows that they have received all doses of the COVID-19 vaccination. If you have not received all required doses of the COVID-19 vaccine, do not upload the documentation until the vaccination process has been completed and recorded on the vaccination card.

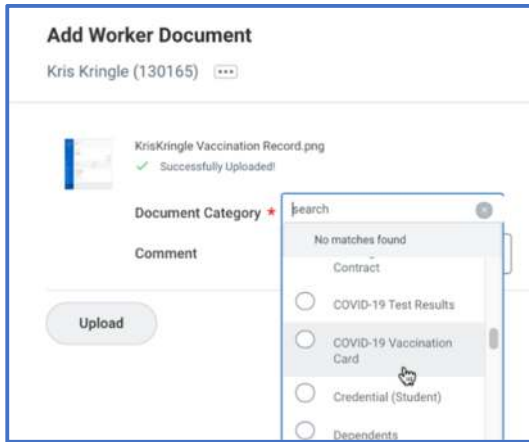
UPLOADING PROOF OF COVID-19 VACCINATION INTO WORKDAY FROM A DESKTOP/LAPTOP

1. Log into your Workday account.
2. Click on the **Profile** icon located on the top right-hand corner of your home page and select the **View Profile** option below your name.
3. Click on the **Personal** tab located on the left-hand blue column of your employee profile page.
4. Click on the **Documents** tab and then click the **Add** button.

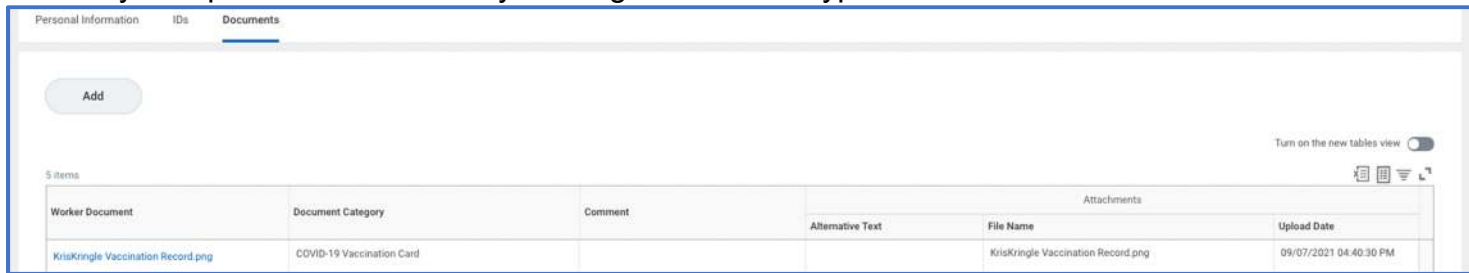


5. Click **Select Files** to locate and upload a copy of the COVID-19 vaccination card from your desktop/laptop computer. You can also use the “**Drop Files here**” feature to drag & drop a copy of your vaccination card.

- Click on the **Document Category** field and select “**COVID-19 Vaccination Card**” from the list of options.
Optional: Type any comments regarding your vaccination card in the Comment field.
 Your Agency HR Practitioner will be able to view comments added in this field.



- Click the **OK** button to complete uploading your Covid-19 vaccination card. Once the upload is completed, you will be returned to the **Documents** page, where you will be able to view the uploaded document.
Note: Employees will not be able to delete or modify a document after it’s uploaded. If you have uploaded an incorrect document or selected an incorrect category when uploading your card, you must contact your HR Practitioner/Partner to delete the document or modify the document category.
- Review your uploaded document by clicking on the blue hyperlink in the **Worker Document** section.



- You have completed uploading your proof of Covid-19 vaccination and can proceed to log out of your Workday account.

STILL HAVE QUESTIONS OR NEED TECHNICAL ASSISTANCE?

For questions regarding the COVID-19 Vaccination Policy, contact your HR Practitioner/Partner.
 For technical assistance or issues accessing Workday, contact the BCIT Service Desk at 410-396-6648.